



Checklist for Mail Ballot Instructions
Montana Secretary of State Linda McCulloch
Elections and Government Services
sos.mt.gov • soselections@mt.gov

By law and/or rule, mail ballot instructions must include:

- 1) ☐ information on the estimated amount of postage required to return the ballot, including that the elector must provide postage, if such is the case.
- 2) ☐ the location of the places of deposit and the days and times when ballots may be returned to the places of deposit by mail or in person (if the voter chooses not to mail it), if the information is available; or

if the information on location and hours of places of deposit is not available, a section that will allow the information to be added before the instructions are mailed to electors.

Do **not** simply indicate that ballots can be dropped off from 8:00 a.m. to 5:00 p.m. You need to indicate the hours both before election day (normally 8:00 a.m. to 5:00 p.m.) **and** election day hours – such as “Ballots can be dropped off from 8:00 a.m. to 5:00 p.m. Monday through Friday until election day, and from 7:00 a.m. to 8:00 p.m. on Election Day.”

- 3) ☐ The mechanical process which must be followed in order to properly cast the ballot.
- 4) ☐ Advice to the voter that:
 - a) ☐ election is to be by mail ballot only
 - b) ☐ regular polling places will not open
 - c) ☐ in order for the ballot to be counted, it must be received by no later than 8:00 p.m. on the day of the election.
- 5) ☐ list the location where the voter may obtain a replacement ballot if the ballot is destroyed, spoiled, lost or not received. Include, at least, the wording “destroyed, spoiled, or lost.”